

JOB DESCRIPTION:

Communications Manager

NJ Board of Public Utilities

July 1, 2005

The **Communications Manager** position requires a number of management skills – including coordination, responsiveness, and time management – and the ability to work in a team environment. The candidate should have experience in public relations, communications, speech writing and/or related skills.

The ideal candidate will hold a 4-year degree from an accredited college in communications, journalism or English with a minimum of two to four years experience in writing executive speeches, writing and editing articles, and researching topics through a variety of reports and publications, interviews and meetings. Knowledge of the utility industry is helpful.

Additional responsibilities include responding to any press inquiry received by Board staff, drafting ceremonial remarks, op/eds, and other special projects for the Board President. Other tasks include preparing press releases and talking points for matters to be considered by the Board at their public meetings and working directly with industry reporters. The individual also will serve as the editor for the *BPU E-Mail Newsletter*.

Questions and resumes should be directed to Chicqueta Britton-Nutt, Director of Administration, at 973-648-2287 or at chicqueta.britton-nutt@bpu.state.nj.us.

This is an unclassified position. Salary will be commensurate with experience.

For more information on the New Jersey Board of Public Utilities, please visit our website at www.bpu.state.nj.us.